

Summary of Changes

USMEPCOM Regulation 25-50, November 30, 2007
Information Management
Official Mail and Distribution Management Program (OMDMP)

This major revision -

- Changes the number of mail orderlies official mail managers (OMMs) can appoint (1-7a(1)).
- Deletes the requirement to maintain a copy of Postal Service (PS) Publication 65-A, ZIP Code directories, and Domestic Mail Manual (DMM) (app A).
- Adds flexibility in the selection of mail carriers (par. 2-11c).
- Corrects measuring formula for measuring United States Postal Service (USPS) parcels (par. 2-11b).
- Revises instructions for removal of a meter head or password protecting meter head (par. 3-1).
- Deletes meter license requirement (app A).
- Deletes the use of Department of the Army (DA) Form 2445 (app A).
- Revises refund procedures for spoiled or unused meter tapes, imprints, and stamps (par. 3-4).
- Specifies timeframe when OMMs will conduct informal postal inspections (par. 3-10b).
- Adds requirement for recurring reports: end of quarter postage meter readings and USMEPCOM Form 25-50-10-E (Quarterly Positive Accountability Postage Administration System (PAPAS) Report) (par. 3-14a and b).
- Changes MHC-MP to J-1/MHR-MP (throughout).
- Specifies the mailing support given to military liaisons (par. 3-13).
- Revises Service chart (app. D).
- Deletes the use of PS Form 3883-A (Firm Delivery Sheet) (app A).

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

USMEPCOM Regulation
No. 25-50

November 30, 2007

Effective: November 30, 2007

**Information Management – Records Management
OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT PROGRAM (OMDMP)**

FOR THE COMMANDER:

OFFICIAL:

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DISTRIBUTION:

A (Electronic only publication)

Summary. This regulation prescribes policies and procedures for the Official Mail and Distribution Management Program (OMDMP).

Applicability. This regulation applies to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), sectors, and military entrance processing station (MEPS) personnel handling official and unofficial correspondence.

Supplementation. Supplementation to this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: J-1/MHR-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: J-1/MHR-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation is subject to the requirements of Army Regulation (AR) 11-2 (Management Control). It contains key management control provisions and provides a management control evaluation checklist, in appendix C, for use in conducting management control reviews.

*This regulation supersedes USMEPCOM Regulation 25-50, May 6, 2005.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policies and procedures for managing the Official Mail and Distribution Management Program (OMDMP). The OMDMP controls official mail costs through proper use of the United States Postal Service (USPS) and private carriers.

1-2. References

References are listed in appendix A.

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. USMEPCOM Commander:

- (1) Maintains overall responsibility for the OMDMP.
- (2) Appoints primary and alternate official mail managers (OMMs) within HQ USMEPCOM.

b. HQ USMEPCOM Directors and Special Staff Officers will appoint mail orderlies.

c. Military Entrance Processing Station (MEPS) Commanders:

- (1) Appoint primary and alternate OMMs within MEPS.
- (2) Provide adequate space and equipment for the proper handling and security of mail.
- (3) Ensure mail clerks and mail orderlies have sufficient time to properly handle mail.
- (4) Inform personnel of expected standards of mail service.
- (5) Report and take required action on postal offenses and losses.
- (6) Ensure assigned personnel notify mail clerks immediately when a change in status (e.g., leave, temporary duty, hospital, change of address) affects their mail delivery.

d. MEPS OMMs will:

- (1) Appoint mail orderlies.
- (2) Ensure mail users know when and how to contact their OMM.
- (3) Supervise and serve as the approval authority for mail practices.
- (4) Report misuse of official mail and alleged violators to their commanders and the USMEPCOM OMM.
- (5) Establish controls for postal expenditures.
- (6) Inform the commander on the effectiveness of the OMDMP.

- (7) Supervise the OMDMP.
- (8) Inspect incoming and outgoing mail at least once a week.
- (9) Provide unit mail clerks and mail orderlies training twice per year.
- (10) Monitor postage use and spoiled meter tapes.
- (11) Order and maintain an adequate stock of postal-related items with the assistance of the budget technician (e.g., envelopes, cards, labels, etc.).
- (12) Maintain liaison with the servicing postal facility.
- (13) Control and maintain accountability for mail including United Parcel Service (UPS), Federal Express (FedEx), Dalsey Hillblom Lynn (DHL), and other secondary mail shipping sources with the assistance of the budget technician.
- (14) Appoint one primary and alternate unit mail clerk.

e. Unit mail clerks will:

- (1) Provide mail service.
- (2) Safeguard mail at all times.
- (3) Perform prompt directory service for undeliverable mail.
- (4) Process accountable mail and maintain accountable mail records.
- (5) Correct discrepancies noted on postal inspections and staff assistance visits.
- (6) Report known or suspected postal offenses to the HQ USMEPCOM OMM or MEPS OMM, and Sector and MEPS Commanders immediately.
- (7) Maintain an up-to-date mail directory log for incoming and outgoing personnel.
- (8) Maintain metering equipment.

f. Mail orderlies will:

- (1) Pick up mail at specified times.
- (2) Safeguard mail at all times.
- (3) Place undeliverable mail in a securely locked container; mail orderlies will have sole access to the container.
- (4) Report known or suspected postal offenses to the OMM, Sector commanders or MEPS commanders immediately.

1-5. Recordkeeping requirements

All electronic and hard copy documents (e.g., forms, memorandums, logs, etc.) this regulation requires to

be maintained will be filed, protected, disposed of, and/or transferred according to the guidance prescribed in USMEPCOM Regulation 25-51 (USMEPCOM Records Management) and Army Regulation (AR) 25-400-2 (The Army Recordkeeping Information Management System (ARIMS)). Users will use AR 25-400-2 to assist with the filing requirements. Disposition instructions are at www.arims.army.mil. If users need assistance with determining which record number to use, contact the unit's mailroom personnel or records manager.

1-6. OMM appointments (primary and alternate)

a. Primary OMMs will be Department of Defense (DoD) commissioned, warrant, or noncommissioned officers (E-6 or above), or Department of Army (DA) civilians (GS-6 / YC1 or above). Alternate OMMs may be commissioned, warrant, or noncommissioned (E-5 or above) officers, or DA civilians (GS-5 / YC1 or above). Primary and alternate OMMs will be appointed by the commander, in writing by memorandum, and Defense Department (DD) Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) according to AR 25-51 (Official Mail and Distribution Management), paragraph 1-4. See sample memorandum format for an additional duty appointment in appendix B.

b. Memorandums will be distributed by the MEPS OMM as follows:

(1) **HQ USMEPCOM.** Provide one copy to the individual, DA OMM (7701 Telegraph Road, Alexandria, VA 22315), and HQ USMEPCOM unit file.

(2) **MEPS.** Provide one copy to the individual, one copy to the MEPS for the unit file and one copy to the USMEPCOM OMM (J-1/MHR-MP).

1-7. Appointment of unit mail clerks and mail orderlies

a. The OMM will complete a DD Form 285 for each unit mail clerk and mail orderly. Maintain a copy of all DD Forms 285 in unit files for current and two previous years. Unit mail clerks and mail orderlies will keep a copy of DD Form 285 in their possession while processing mail.

(1) The MEPS OMM may appoint a total of 50 percent of the total assigned personnel, both military and civilian, as mail orderlies. The OMM can appoint as many mail orderlies in each section as necessary to complete the mission, **but may not exceed the 50 percent total of assigned personnel**. If there is an odd number of personnel at the MEPS, the OMM can go to the next even number (e.g., 51 personnel assigned = 26 mail orderlies allowed). To ensure security of accountable mail, supervisors will identify, in writing, the mail orderlies for their sections. Supervisors will inform the OMM, in writing, of the selections.

Note: Not all assigned personnel will be issued a DD Form 285.

(2) The OMM will complete DD Form 285 and validate it by signing the "signature of appointing official" block and initialing and dating block 10 for mail clerks and mail orderlies. The MEPS Commander will sign, initial, and date DD Form 285, block 10, for primary and alternate OMMs. Maintain a copy of DD Form 285 in the unit file.

(3) The designated appointing official will enter the revocation date on DD Form 285 when the designated unit mail clerk or mail orderly has been relieved.

(4) Mailroom personnel will maintain the original DD Form 285 in unit file.

(5) It is not required to change the signatures on DD Form 285 if the appointing official and/or OMM changes.

b. Unit mail clerks will:

- (1) Be U.S. citizens and eligible for a secret clearance (if handling registered mail).
- (2) Not have:
 - (a) A court-martial conviction.
 - (b) A punishment under the Title 10 United States Code Section 801 (Uniform Code of Military Justice) (10 USC 801) that involved a postal-related incident in the last 12 months.
 - (c) A civil conviction other than a minor traffic violation.
 - (d) Derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.
 - (e) A psychiatric alcohol, and/or drug-abuse condition.
 - (f) Been relieved from duty for cause involving violations of postal duties.

Chapter 2

Mail

Section I

Mail

2-1. Official mail

Official mail pertains to the business of the United States Government. Postage and fees are paid with appropriated funds.

2-2. Unofficial mail

Receipt and distribution of unofficial mail is prohibited except for the following:

- a. Personnel residing in bachelor enlisted quarters or bachelor officer quarters.
- b. Personnel arriving on permanent change of station (PCS) orders. These personnel have a maximum of 60 days to receive personal mail through their unit mailroom.
- c. Personnel residing in bachelor enlisted quarters or bachelor officer quarters will be assigned a mailbox for receipt of personal mail through their Official Mail and Distribution Center (OMDC)/unit mailroom. The mailbox will be authorized for the duration of the individual's assignment. The mailbox will be available up to 60 days after moving.

2-3. Private express statutes

Private express statutes are a group of Federal statutes giving USPS the exclusive right, with certain exceptions, to carry letters for others.

- a. USMEPCOM will use USPS for the following:

- (1) First-Class official mail as defined by the Domestic Mail Manual (DMM).
- (2) Non-First-Class official mail when rates are less than or equal to private carriers.

b. USMEPCOM will comply with provisions of the private express statutes. Violation of the private express statutes is punishable under 10 USC 801, AR 690-700 (Personnel Relations and Services), chapter 751, or other Federal law as appropriate.

Note: Personal use of official envelope, label, or endorsement authorized by law to avoid the payment of postage is punishable under the 10 USC 801, AR 690-700, chapter 751, or other Federal law as appropriate.

2-4. Controls and penalties

a. **Search and seizure.** USPS inspections, search procedures, and postal laws apply to official mail in the custody of USMEPCOM mail personnel. Official mail may be searched or seized by OMMs before postage stamps or permit imprints are affixed to the mail.

b. **Official mail funds.** Accountability for official mail funds will be according to USMEPCOM Regulation 37-1 (USMEPCOM Financial Management). MEPS OMMs will coordinate official mail and distribution matters with the USMEPCOM OMM.

c. **Outgoing mail.** Outgoing mail will be transported in a closed-body Government vehicle equipped with lockable doors. Privately-owned vehicles will not be used to transport mail.

d. **Mail bombs.** Mailroom personnel must be aware that a bomb can be enclosed in either a parcel or an envelope with the outward appearance limited only by the imagination of the sender. For unique characteristics that will assist mailroom personnel in identifying a suspected letter or parcel, see DoD 4525.6-M (Department of Defense Postal Manual). If there is any reason to suspect a letter or parcel is dangerous, immediately contact local law enforcement officials for assistance and refer to the HQ USMEPCOM Emergency Action Plan.

e. **Lost, misplaced, or damaged mail.** If notification from a carrier is received indicating a package or envelope has been lost, misplaced, or damaged, contact the carrier to find out the status of the document(s). **If the package contains personal information, contact the HQ USMEPCOM Freedom of Information Act/Privacy Act (FOIA/PA) Officer, HQ USMEPCOM, J-1/Human Resources Directorate, Support Services Branch, within 1 hour of the notification.**

f. **Penalties regarding private express statutes.** Violation of the private express statutes will lead to administrative sanctions, action under AR 690-700, chapter 751, or other penalties under Federal law.

g. **Penalty for personal use.** Personal use of any official envelope, label, or endorsement authorized by law to avoid the payment of postage, may lead to administrative sanctions and actions under the AR 690-700, chapter 751, or other penalties under Federal law.

h. **Management control evaluation checklist.** Commanders may use the management control evaluation checklist in appendix C to assess their OMDMP. Evaluations will be documented on DA Form 11-2-R (Management Control Evaluation Certification Statement). For additional information on management controls, see AR 11-2 (Management Control).

Section II

Mail Preparation

2-5. Mail entry, addresses, and labeling requirements

a. Users will type, stamp, or machine print addresses in dark ink on a light background using upper and lowercase letters; punctuation is permissible. The “to” and “from” addresses are limited to five lines and formatted to a uniform left margin. The return address portion of packages and envelopes used for official mailings will have “DEPARTMENT OF DEFENSE” typed, stamped, or machine printed in capital letters in the upper left corner above the return address. Below the return address “OFFICIAL BUSINESS” will be typed, stamped or machine printed in capital letters. Official mail not complying with this requirement will be returned. See example below:

DEPARTMENT OF DEFENSE
Commander
HQ USMEPCOM
ATTN: J-1/MHR-MP
2834 Green Bay Road
North Chicago, IL 60064-3094
OFFICIAL BUSINESS

b. Endorse mail pieces to show the class of service or rate paid (e.g., First-Class, Priority). The endorsement will be immediately below or to the left-hand side of the postage. Preprinted rubber stamps for First-Class mail are available in unit supply offices. If they aren’t available, they can be ordered from USPS or procured locally. Postal service (PS) Label 107 (Priority Mail Sticker) is available through the servicing postal facility.

2-6. Envelopes

a. **Envelope size selection.** Personnel may use a number 10 white envelope when mailing six or less standard-size pages (8 ½- by 11-inch). Use larger envelopes when contents exceed six pages or is not to be folded (e.g., award certificates, evaluation reports, etc.). Mail personnel will report misuse of envelopes to their unit's OMM.

b. **Official stamped selection.** Official stamped envelopes or metered mail is for official business only. Unofficial use of official indicia envelopes or metered mail is prohibited and punishable. Exceptions are:

(1) "EXCLUSIVE FOR" mail containing sensitive or privileged information the writer desires to convey to the addressee without access by, routing through, or distribution to a third party.

"EXCLUSIVE FOR" and the name of the individual will be typed in the lower left-hand corner of the mailing envelope outside of the USPS optical character reader and bar code area.

(2) Mail containing information covered by the Privacy Act of 1974. Mark envelopes containing Privacy Act information to preclude opening by anyone other than the addressee or his or her designated representative.

(3) Dispatch of unofficial mail for newly arriving personnel on PCS orders. These personnel have up to 60 days to receive unofficial mail through their unit mailroom.

2-7. Packaging

a. Mailroom personnel will pack and presort official mail items entering the USPS system according to the DMM. Personnel may contact their USPS account representative for more information.

b. Mail too bulky to place in regular envelopes will be placed in a cardboard container or padded envelope, wrapped properly, and sealed to avoid damage.

c. Official mail packages will be sealed and reinforced before releasing to the USPS or other carriers.

2-8. Mail consolidation

Consolidated mail (CM) is two or more pieces of mail placed in one container for direct mailing to a single installation. CM is usually sent at the end of the week. CM is the most cost-effective method of moving high volume mail. To avoid paying higher postage costs, multiple pieces of time sensitive mailings going to different people or sections at the same address will be shipped consolidated.

a. Mailroom personnel will consolidate two or more pieces of mail directed to the same addressee or installation on the same day in one container, addressed as one piece of mail.

b. The container may be a regular or padded envelope, box, or pouch that can hold two or more pieces of mail according to DoD 4525.8-M (DoD Official Mail Manual), chapter 3.

c. Properly package mail shipments to ensure the contents are secure and not damaged in transit.

d. Type, stamp, or machine print a CM package address immediately below the return address, see pars. 2-5a and b for specific instructions.

e. Personnel sending CM, will type, stamp, or machine-print "consolidated mail" or "CM" immediately below the return address. CM packages are opened and sorted in the destination's distribution center.

f. Personnel will use office symbols for mail routed to a specific office.

g. Personnel will use the complete return address (see par. 2-5a) in the upper left-hand corner of packages and envelopes. Use of properly formatted rubber stamps is permitted.

2-9. Zone Improvement Plan (ZIP) codes

The ZIP+4 code is the standard ZIP Code format. Use the ZIP+4 codes when assigned and when mandatory for return and delivery addresses. When a ZIP+4 code has not been assigned, the 5-digit ZIP code is authorized. ZIP codes can be obtained using the USPS Web site <http://zip4.usps.com/zip4/welcome.jsp>.

2-10. Classifications

a. **First-Class/Priority mail.** First-Class mail and Priority mail are the same service.

(1) First-Class mail is a mailable item weighing up to and including 13 ounces.

(2) Priority mail is a mailable item weighing over 13 ounces but not more than 70 pounds.

(3) Priority mail is dependent on the total weight and Priority mail-zone rate charge. USPS delivery of First-Class and Priority mail to an address within the continental United States is normally within 3-5 days.

(4) Marking USPS for First-Class and Priority mail:

(a) Letters weighing less than 13 ounces are not required to be marked First-Class.

(b) Flats weighing 3 to 13 ounces are marked First-Class.

(c) Flats and other mailable items that weigh more than 13 ounces, but not more than 70 pounds are required to be marked Priority (provided Priority service is requested). See appendix D for proper mail classification selection.

b. **Periodicals (formerly Second-Class mail)**

(1) Newspapers, pamphlets, and periodicals that are not First-Class material may be mailed as periodicals if both of the following apply:

(a) Publishers, news agents, and authorized agents have an authorized periodical permit.

(b) Periodicals are published at least quarterly.

(2) Periodicals are more cost effective than other classes of mail. OMMs will contact their local USPS and provide information on the frequency of the publication and the number of pieces per mailing. USPS will determine if the publication qualifies as periodicals.

c. **Standard mail.** Standard mail requires a minimum of 200 pieces or 50 pounds per mailing. Do not use standard mail to send unofficial correspondence, handwritten or typewritten letters, or bills. Rates are based on weight, shape, preparation, and entry. Automation rates are lower than nonautomation rates.

2-11. Parcels

a. Mailroom personnel will select the proper container and cushion items being mailed. The DMM gives criteria for packaging and the burst strength and dimensions of acceptable containers.

b. Priority packages mailed in the continental United States through the USPS can weigh up to 70

pounds and measure up to 108 inches in length and girth combined ($1 \times \text{length} + 2 \times \text{width} + 2 \times \text{height} = 108$ inches or less). Use alternate carriers (e.g., FedEx, UPS, and DHL) for these packages if they are more cost effective. Heavier and larger packages can be sent through these carriers. **Mail personnel will use the most cost effective carrier for the service required.**

c. OMMs will work closely with personnel preparing parcels. Postal guidance and assistance will be provided to ensure official items are being sent by the least expensive means possible (see appendix D, table D-1). Due to rate changes, mail personnel need to be flexible and follow the postal guidance from the USMEPCOM OMM to ensure they are using the least expensive carrier for the mailing requirement. Private carriers, such as UPS ground service, FedEx standard, FedEx 2-day, FedEx saver (3-day), and FedEx ground service options and DHL will be considered.

Chapter 3**Metering Equipment, Postage Accountability, and Mailroom Administrative Procedures*****Section I******Metering Equipment*****3-1. Metering equipment**

a. Metering equipment will not be leased, procured, transferred, or disposed of without the USMEPCOM OMM approval. MEPS OMMs will request new, additional, or replacement equipment by memorandum to HQ USMEPCOM (J-1/MHR-MP). The request will include the following:

- (1) Percentage of mail that is too large for automatic feed or postal weight scale.
- (2) Annual amount of postage used (excluding permits).
- (3) Justification explaining why existing equipment cannot meet the need.

b. Meter heads will be leased, not purchased. MEPS OMMs and HQ USMEPCOM OMM will print a funds report generated directly from the meter head at the close of each business day when the meter is used. The report will include the amount of funds used, available funds, total piece count, control sum, batch count, batch value and meter serial number.

c. At the end of each business day, operators will remove meter heads from the base of postage meters with removable meter heads. The operator will:

- (1) Follow the manufacturer's instructions on how to remove the meter head from the base and secure it in a locked container (e.g., safe, locking filing cabinet) at the end of each business day. Place the locked container in the mailroom.

- (2) Press the lock button to generate a password. A password is required prior to operating the meter when temporarily away from it or when not in use during business hours.

d. Use a password lock for postage meters that do not have removable meter heads. To generate a password, press the lock button on the postage meter at the end of each business day. The password is required prior to operating the meter on the next business day.

e. Each day before using the meter, the operator will check the scale for accuracy using calibration weights. Scales will be calibrated at least once a year. A postage meter technician will inspect the meter upon service request.

3-2. Meter settings and payments

a. USMEPCOM operates under a centralized postal account system. The USMEPCOM OMM allocates a fixed amount of postal funds to each MEPS for each fiscal quarter usage and loads this fixed amount on the postage-by-phone meters at the beginning of each quarter. MEPS mail personnel will not exceed the quarterly allocation or additional allocation during the quarter without prior approval from the USMEPCOM OMM. When the balance of postage remaining on the meter falls below \$100.00, OMMs will immediately contact the USMEPCOM OMM, by telephone or email, to request additional postal funds. Proper planning will alleviate the need to reload more than twice a quarter.

b. MEPS OMMs will only reset meters for the amount allotted by the USMEPCOM OMM. Authorization to reset the meter will be sent by e-mail from the USMEPCOM OMM. OMMs will follow

the meter resetting instructions in the meter manufacturer's operating guide.

c. The USMEPCOM OMM is responsible for postal meter funds and reset fee payments. MEPS OMMs are responsible for the postal meter, equipment supplies, and payment for the supplies. The International Merchant Purchase Authorization Card (IMPAC) is an authorized payment method.

d. For postal meter equipment assistance, OMMs will display the meter service representative's telephone number prominently in the vicinity of the meter equipment. If the meter head is replaced, a postage meter technician will transfer all funds remaining on the old meter to the new meter. In the event the postage meter or meter head is removed and a replacement is not provided immediately, OMMs will use the IMPAC to purchase postal stamps for use until the meter head is replaced. The MEPS OMM will immediately contact the USMEPCOM OMM with the serial numbers of the replaced postal meter equipment.

3-3. Reporting misuse of appropriated fund postage

a. Any person having knowledge of unauthorized usage or misuse of postage funds will report the unauthorized use to the following individuals:

- (1) Unit commander
- (2) Unit OMM
- (3) Supervisor of the suspected individual(s) involved

b. The commander will review the unauthorized use of postage to determine any appropriate reimbursement of postage and fee costs. When appropriate, legal or administrative action will be taken to obtain reimbursement.

c. The commander will send all reimbursement, if collected, to the USMEPCOM OMM (HQ USMEPCOM, ATTN: J-1/MHR-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094). The commander will include a DD Form 1131 (Cash Collection Voucher) citing the accounting classification number: 21R3210.0001.

Note: The USMEPCOM OMM will forward, through HQ USMEPCOM J-8/MRM, the reimbursement to the Defense Accounting Office, (Commander, Defense Accounting Office-Indianapolis, Department 3404, 8899 East 56th Street, Indianapolis, IN 46249-3804).

3-4. Refunds

OMMs may request postage refunds for spoiled or unused meter tapes, imprints, and stamps. The OMM will complete PS Form 3533 (Application for Refund of Fees, Products and Withdrawal of Customer Accounts) according to DoD 4525.6-M, chapter 6. The OMM will obtain a refund from the local post office and buy stamps in First-Class postage one ounce denominations and two ounce denominations and use the stamps on outgoing mail. The OMM will keep track of the stamps until depleted. The OMM will maintain a copy of PS Form 3533 and the quarterly postage expenditure according to the recordkeeping guidance in AR 25-400-2.

3-5. Directory mail

a. **Directory mail.** Directory mail is mail that cannot be delivered as addressed. Examples include:

- (1) Incomplete address
- (2) Incorrect address

(3) Addressee has transferred

(4) Unclaimed or refused mail

b. **First-Class and Priority directory mail.** Forward First-Class and Priority mail to the addressee for 1 year. When no forwarding address is available, the article will be returned to the sender and endorsed with the reason for nondelivery.

c. **Periodical directory mail.** Periodicals are magazines or any other publication printed at least quarterly. Forward periodicals for 60 days after an individual has transferred. Return periodicals to the servicing post office if received after the 60-day forwarding period has expired and notifications to publishers have been made. Endorse mail with “forwarding period expired undeliverable as addressed.”

3-6. Special services

None of the below special services will be utilized unless required by any DA, DoD or HQ USMEPCOM regulations.

a. **Registered mail.** Most secured service the USPS offers. It incorporates a system of receipts to monitor the movement of mail from the point of acceptance to delivery. Only First-Class or Priority mail may be registered. Postal insurance is available for registered mail with a monetary value up to \$25,000.

b. **Certified mail.** Provides the sender with a mailing receipt and a delivery record at the post office of address (receiving post office). No insurance coverage is provided. Certified mail is dispatched and handled in transit as ordinary mail. The delivery of certified mail can be obtained on the USPS Web site, www.usps.com. Only First-Class or Priority mail may be certified.

c. **Insured mail.** Provides indemnity coverage for lost, rifled, or damaged articles. Numbered insured mail may be used only for accountability reasons when proof of delivery is required. Insurance is available for all classes of mail with a monetary value up to \$5,000.

d. **Return receipt.** Provides the sender with evidence of delivery. Return receipts are available before or after the time of mailing. The service may be obtained only for mail sent with the special services listed above.

Note: Endorse return receipt service with “**return receipt requested**” or “**return receipt requested showing addressee's address.**” Endorsement will be placed above the delivery address and to the right of the return address.

e. **Permit mail.** Permit mail is normally not used within USMEPCOM; however, it may be used when it is cost effective on large volume mailings of items with a uniform size and weight. The USPS DMM provides detailed information on using permit mail.

(1) Users will request permit mail, by memorandum, to the USMEPCOM OMM (HQ USMEPCOM, ATTN: J-1/MHR-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094) with pertinent and detailed information.

(2) USPS requires advance notice on permit mailings. OMMs will determine the most cost-effective method of mailing and make arrangements with postal officials. Required permit imprint formats are illustrated in the DMM.

(3) Each mailing activity desiring to use a permit will obtain and pay for their own permit mailings.

f. USPS express mail

(1) USPS express mail is the highest priority in mail handling. Use USPS express mail service only when mail is time sensitive and FedEx, UPS, or DHL services are not available. USPS express mail will not be used:

(a) When responding to directed actions or requests for information not requiring a short suspense.

(b) On days before weekends or holidays, unless the sender has verified that someone will be available to accept it.

(2) USPS express mail is available for mailable items with a maximum weight of 70 pounds and a combined length and girth of up to 108 inches.

(3) The OMM or unit mail clerk will examine and approve each next-day mailing to verify the importance and cost effectiveness of using USPS express mail. Senders using this service will include a USMEPCOM Form 25-50-9-R-E (Justification for Next-Day Mail Service) with the shipment.

g. Delivery confirmation

(1) **First-Class mail.** Parcels, envelopes, and small packages weighing 13 ounces or less. Applies only to boxes or envelopes measuring at least 1/4-inch at the thickest point.

(2) **Priority mail.** Parcels weighing over 13 ounces up to 70 pounds.

(3) **Package services.** Parcels, small and large packages, envelopes, and tubes. Including parcel post, media mail, bound-printed matter, and library mail.

(4) **Standard mail.** Parcel items weighing less than 16 ounces can be sent at discounted presort and automation rates. Available only for pieces subject to the residual shape surcharge and mailed at the electronic rate.

(5) **Parcel select.** Large volumes of packages sent at a discount rate.

3-7. Processing accountable mail

a. **Incoming accountable mail.** Each OMM/unit mail clerk will ensure receipts are filed from acceptance to delivery for accountable mail. The accountable mail will be signed for by the addressee, mail clerk or mail orderly (e.g., USPS registered, certified, and insured, FedEx, UPS, DHL, MEPS testing material). The OMMs/unit mail clerks will:

(1) Receive and record accountable mail before transferring the mail shipment to the addressee.

(2) Verify accountable mail by producing the mail shipment or by showing an authorized receipt of transfer.

(3) Use USMEPCOM Form 25-50-4-R-E (Record of Accountable Mail) to record accountable mail and maintain completed forms. Instructions for completing USMEPCOM Form 25-50-4-R-E are located in appendix E.

b. Outgoing certified, registered, return receipt, and insured mail

(1) Senders requesting certified, registered, return receipt, and insured mail service will complete a PS Form 3877 (Firm Mailing Book for Accountable Mail). This form is for internal use only. Senders will submit a completed PS Form 3877, along with the mail, to their unit mailroom. The OMM or unit mail clerk will sign for the accountable item and file the original PS Form 3877.

(2) Senders will keep a copy in their section log book. Sections will begin a new PS Form 3877 log book at the beginning of each calendar year and file the old book. The PS Form 3877, can be downloaded from the USPS Web site www.usps.com.

3-8. Private carriers

Private carriers are also available. Due to rate changes, follow the postal guidance from the HQ USMEPCOM OMM to ensure using the least expensive carrier for the mailing requirement. For all mailings, the least expensive carrier will be used for the service required unless otherwise prescribed by regulation. Names of private carrier services are listed below.

a. **UPS.** MEPS OMMs and HQ USMEPCOM OMM can contact the local UPS office to establish a Government account. Payment is made using the MEPS credit card. UPS offers reduced rates and a free automated UPS online shipping and tracking system and free supplies for companies utilizing Government contracts. Services offered by UPS are as follows:

- (1) Air and ground services
- (2) Free automated UPS ship system for shipping and tracking the package from the sender to the receiver
- (3) Guaranteed next-day delivery, where available, including Saturday delivery
- (4) Free packaging materials (e.g., boxes, envelopes, etc.)

b. **FedEx.** MEPS OMMs and HQ USMEPCOM OMM may contact the local FedEx office to establish a Government account. Payment is made using the MEPS credit card. FedEx offers reduced rates and a free automated FedEx online shipping and tracking system and free supplies for companies utilizing Government contracts. Services offered by FedEx are as follows:

- (1) Air and ground services
- (2) Free automated FedEx ship system for shipping and tracking the package from the sender to the receiver
- (3) Guaranteed next-day delivery, where available, including Saturday delivery
- (4) Free packaging materials (e.g., boxes, envelopes, etc.)

c. **DHL.** MEPS OMMs and HQ USMEPCOM OMM may contact the local DHL office to establish a Government account. Payment is made using the MEPS credit card. DHL offers reduced rates and a free automated DHL online shipping and tracking system and free supplies for companies utilizing Government contracts. Services offered by DHL are as follows:

- (1) Air and ground services
- (2) Free automated DHL ship system for shipping and tracking the package from the sender to the

receiver

- (3) Guaranteed next-day delivery, where available, including Saturday delivery
- (4) Free packaging materials (e.g., boxes, envelopes, etc.)

Note: All carriers provide the same services. Follow the postal guidance of the USMEPCOM OMM to ensure you are using the most cost effective carrier. For a complete chart of services provided, see appendix D.

3-9. Justification forms

Mailroom personnel will examine and approve next-day mail service requests. Senders will include USMEPCOM Form 25-50-9-R-E with shipments for next-day mail service. The OMM or unit mail clerk will enter the assigned FedEx shipment tracking number, check the appropriate approval box, and sign and date USMEPCOM Form 25-50-9-R-E in the mail center use only box. If shipment delivery is scheduled for a weekend or holiday, the requesting official will ensure the addressee will be present to receive the shipment and to avoid additional charges. MEPS commander or respective HQ USMEPCOM Director written approval is required for weekend or holiday shipments. USMEPCOM Form 25-50-9-R-E is not required for 2-day or 3-day private carrier mailings, but may be used for tracking purposes. These options can also be used for sending CM.

Note: MEPS medical sections sending drug and alcohol testing and human immunodeficiency virus specimens do not require a justification for next-day mail nor do testing sections sending any controlled test material. However, justification is required for Saturday or holiday deliveries according to USMEPCOM Regulation 611-1 (Enlistment Qualification Tests).

3-10. OMDMP inspections

a. **Formal inspection.** The USMEPCOM Inspector General and the USMEPCOM OMM will conduct formal postal inspections using USMEPCOM Form 25-50-6-E (Mail Manager's Inspection Guide).

b. **Informal inspection.** OMMs will conduct informal postal inspections twice a year, at 6-month intervals, using USMEPCOM Form 25-50-6-E. Any "unsatisfactory" ratings must be corrected within 30 days of identification. When the form is completed semiannually, officially mail, e-mail, or fax a copy of the form to the USMEPCOM OMM. The USMEPCOM OMM files the form in the MEPS Folder located in the HQ USMEPCOM Mailroom.

c. **Postal assistance visit.** MEPS OMMs may request a postal assistance visit from the USMEPCOM OMM to ensure postal operations comply with postal regulatory guidance and USMEPCOM Regulation 25-50. OMMs may also request postal training for their staff. The MEPS OMM will request the visit through their appropriate sector to HQ USMEPCOM (J-1/MHR-MP) by e-mail, fax, or official mail, see appendix F. These visits also inform MEPS personnel of the latest changes in mailing procedures and automated technologies for postal operations and help identify the most cost effective solutions to mail operations. When conducting a postal assistance visit, the USMEPCOM OMM will conduct a postal inspection using USMEPCOM Form 25-50-6-E; critical items are preceded by an asterisk. The USMEPCOM OMM files the form in the MEPS Folder located in the HQ USMEPCOM Mailroom.

Section II

Distribution Management

3-11. Hours of operation and release of mail

- a. USMEPCOM and unit mailrooms will schedule the first delivery of mail to the action offices

within 1 hour after the start of a normal workday, or 1 hour after receipt of incoming USPS mail.

b. USMEPCOM and MEPS will release outgoing mail early enough to be received and processed by the USMEPCOM and unit mailrooms.

c. OMMs will post the hours of operation outside of the unit mailroom. The OMM will post a memorandum listing personnel authorized access to the unit mailroom. The memorandum will be signed by the Commander or the OMM's Director.

3-12. Sorting and routing

The OMM or unit mail clerk will sort and route mail as follows:

a. Sort to compartments using a sorting rack.

b. Use an Optional Form (OF) 41 (Routing and Transmittal Slip) to route mail that requires special routing instructions.

c. Mail addressed with an individual's name on the first line will be routed unopened.

d. Official mail with an office symbol on the attention line of the address will be routed unopened to that office or section. Commanders have the option of official mail being delivered opened or unopened.

3-13. Military liaison mail support

The only mailing support given the military liaisons will be the shipping of military liaison packets that go through the MEPS' packet breakdown section. The military liaisons are responsible for all other mailing costs. The postage meter machines support the use of separate accounts. MEPS, **at their discretion**, can allow the military liaisons to have their mail processed by the MEPS, but only if the military liaisons pay in advance with a military interdepartmental purchase request. If this option is used, MEPS mail personnel will monitor these accounts to ensure there is money to cover the mailing costs. This will be done for USPS postage meter machines only. This does not include any other carrier (i.e. FedEx, UPS, and DHL).

3-14. Recurring reports

a. **End of quarter postage meter readings.** This applies to HQ USMEPCOM and MEPS with postage meters. At the end of each quarter the MEPS primary or alternate OMM will submit postage meter readings to the USMEPCOM OMM, via e-mail, at the end of the day on the last day the postage meter is used for each quarter. The readings are used to determine quarterly postage meter allocations for the MEPS. The quarterly postage readings are used to determine usage and future postage allocations and are filed in the HQ USMEPCOM Budget Book.

b. **Quarterly Positive Accountability Postage Administration System (PAPAS) Report.** The figures are to be reported by all MEPS using USMEPCOM Form 25-50-10-E (Quarterly Positive Accountability Postage Administration System (PAPAS) Report). This must be submitted by the 20th day of the month following the end of the quarter or the Monday thereafter if the 20th day falls on a weekend or holiday. This report contains the totals of each individual mail carrier. The primary or alternate MEPS OMM will submit the required figures to the HQ USMEPCOM OMM, via e-mail. For MEPS with postage meters, the required information is the individual dollar amount total of FedEx, UPS, DHL, FedEx CNP/DAT (urine) shipments or any other mail carriers used for that specific quarter. USPS information is not required from the MEPS with postage meters because the HQ USMEPCOM OMM will have the usage amounts from which to extract those figures. For MEPS without postage meters, the same information is required. Additionally, they are required to send the total amount of USPS postage they used for the quarter. This can be obtained from the mail personnel that meter the mail.

Section III***Processing Personnel Through Unit Mailrooms*****3-15. Incoming personnel**

Incoming personnel will process through the unit mailroom. The OMM or unit mail clerk will maintain an up-to-date mail directory log (e.g., spreadsheet, alpha roster, and/or recall roster) for personnel being served and scheduled to arrive. Personnel arriving on PCS orders may receive unofficial mail through the unit mailroom for a maximum of 60 days. The mail directory log is updated monthly and is used for sorting incoming mail.

3-16. Outgoing personnel

Outgoing personnel will process through the unit mailroom. The OMM or unit mail clerk will delete the individual's name from the mail directory log. For military personnel, DA Form 3955 (Change of Address and Directory Card) may be used. Mailroom personnel will maintain the file cards and DA Form 3955.

Appendix A

References

Section I

Required Publications

(The publications needed to comply with this regulation.)

AR 25-400-2

The Army Records Information Management System (ARIMS). Cited in paragraph 1-5.
(Internet users: http://www.apd.army.mil/pdffiles/r25_400_2.pdf)

AR 690-700

Personnel Relations and Services (General). Cited in paragraph 2-3b.
(Internet users: http://www.usapa.army.mil/USAPA_PUB_cpo_P.asp)

DoD 4525.6-M

Department of Defense Postal Manual. Cited in paragraph 2-4d.
(Internet users: <http://www.dtic.mil/whs/directives/corres/html/452506m.htm>)

DoD 4525.8-M

DOD Official Mail Manual. Cited in paragraph 2-8b.
(Internet users: <http://www.dtic.mil/whs/directives/corres/html/452508m.htm>)

USMEPCOM Regulation 37-1

USMEPCOM Financial Management. Cited in paragraph 2-4b.
(MEPNET users: <https://mepnet.mepcom.army.mil>)
(Internet users: <http://www.mepcom.army.mil/publications/pdf/regs/r-0037-001.pdf>)

USMEPCOM Regulation 611-1

Enlistment Qualification Tests. Cited in paragraph 3-9.
(MEPNET users: <https://mepnet.mepcom.army.mil>)
(Internet users: <http://www.mepcom.army.mil/publications/pdf/regs/r-0611-001.pdf>)

Section II

Related Publications

(These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

10 USC 801

Uniform Code of Military Justice
(Internet users: http://www.access.gpo.gov/uscode/title10/subtitlea_partii_chapter47_.html)

AR 11-2

Management Control
(Internet users: http://www.apd.army.mil/pdffiles/r11_2.pdf)

AR 25-51

Official Mail and Distribution Management
(Internet users: http://www.apd.army.mil/pdffiles/r25_51.pdf)

AR 25-55

The Department of the Army Freedom of Information Act Program
(Internet users: http://www.apd.army.mil/pdffiles/r25_55.pdf)

USPS Postal Bulletins

(Internet users: <http://www.usps.com/cpim/ftp/bulletin/pb.htm>)

USPS Publication 25

Designing Letter and Reply Mail

(Available at local post office.)

USPS Publication 28 Postal Addressing Standards

(Internet users: <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>)

Section III

Prescribed Publications

(Publications established by this regulation.)

None

Section IV

Required Forms

(The forms needed to comply with this regulation.)

DA Form 11-2-R

Management Control Evaluation Certification Statement. Cited in paragraph 2-4h, C-3.

(Internet users: http://www.apd.army.mil/pub/eforms/pdf/a11_2r.pdf)

DA Form 3955

Change of Address and Directory Card. Cited in paragraph 3-16.

(Available on compact disk only. Order through unit publications officer.)

DD Form 285

Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly. Cited in paragraph 1-6a.

(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>)

DD Form 1131

Cash Collection Voucher. Cited in paragraph 3-3c.

(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1000-1499.htm>)

Optional Form 41

Routing and Transmittal Slip. Cited in paragraph 3-12b.

(Internet users: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=OP>)

PS Form 3533

Application for Refund of Fees, Products and Withdrawal of Customer Accounts. Cited in paragraph 3-4.

(Internet users: <http://www.usps.com/forms/allforms.htm>)

PS Form 3877

Firm Mailing Book for Accountable Mail. Cited in paragraph 3-7b(1).

(Internet users: <http://www.usps.com/forms/allforms.htm>)

PS Label 107

Priority Mail Sticker. Cited in paragraph 2-5b.

(Available through servicing postal facility.)

Section V

Prescribed Forms

(The forms established by this regulation.)

USMEPCOM Form 25-50-4-R-E

Record of Accountable Mail. Cited in paragraph 3-7a(3).

(MEPNET users: <https://mepnet.mepcom.army.mil>)

(Internet users: <http://www.mepcom.army.mil/publications/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 25-50-6-E

Mail Manager's Inspection Guide. Cited in paragraph 3-10b.

(MEPNET users: <https://mepnet.mepcom.army.mil>)

(Internet users: <http://www.mepcom.army.mil/publications/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 25-50-9-R-E

Justification for Next-Day Mail Service. Cited in paragraphs 3-6f(3).

(MEPNET users: <https://mepnet.mepcom.army.mil>)

(Internet users: <http://www.mepcom.army.mil/publications/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 25-50-10-E

Quarterly Positive Accountability Postage Administration System (PAPAS) Report. Cited in paragraph 3-14b.

(MEPNET users: <https://mepnet.mepcom.army.mil>)

(Internet users: <http://www.mepcom.army.mil/publications/pubnform.asp?topic=Forms&sort=pdfFile>)

Appendix B
Sample Memorandum for Additional Duty Appointment

This appendix provides a sample memorandum for an additional duty appointment.

(LETTERHEAD)

(OFFICE SYMBOL)

(Month, Day, Year,)

MEMORANDUM FOR SFC DOE, SYRACUSE MEPS, 100 S. CLINTON STREET, SYRACUSE, NY
13260-0001

SUBJECT: Additional Duty Appointment

Effective(month, date, year), SFC John D. Doe, (social security number-last four numbers only), Syracuse MEPS, (telephone number), is assigned the following additional duty: Official Mail Manager.

Authority: USMEPCOM Regulation 25-50, Official Mail and Distribution Management Program (OMDMP).

Purpose: Perform duties as outlined in USMEPCOM Regulation 25-50.

Period: Until officially relieved from appointment or assignment.

Special instructions: None

Commander's signature block

DISTRIBUTION:

1-Indiv
1-MEPS file
1-Sector file
1-USMEPCOM OMM

Appendix C

Management Control Evaluation Checklist - Official Mail and Distribution Operations

C-1. Function

The functions covered by this checklist are official mail and distribution operations.

C-2. Purpose

The purpose of this checklist is to assist commanders and OMMs in evaluating the state of management controls in this program area. It is not intended to cover all controls.

C-3. Instructions

Answers will be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, etc.). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls will be evaluated at least every 2 years. Certification that this evaluation has been conducted must be accomplished on a DA Form 11-2-R (Management Control Evaluation Certification Statement).

C-4. Test questions

Reference USMEPCOM Form 25-50-6-R-E (Mail Manager's Inspection Guide):

- a. Is USMEPCOM Form 25-20-6-R-E completed twice a year, at 6-month intervals, with a "satisfactory" rating? (USMEPCOM Regulation 25-50, par. 3-10)
- b. Are "unsatisfactory" ratings promptly corrected within 30 days? (USMEPCOM Regulation 25-50, par. 3-10)
- c. Does the OMM understand the principle of shipping packages that weigh more than 13 ounces? (USMEPCOM Reg 25-50, par. 2-10)
- d. Does the mailroom get inspected every 6 months? (USMEPCOM Regulation 25-50, par. 3-10)

C-5. Comments

Users may help make this a better tool for evaluating management controls by submitting comments to HQ USMEPCOM, ATTN: J-1/MHR-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Appendix D

Service Chart

D-1. Use

The service chart (table D-1) displays the types of services the United States Postal Service and private carriers provide. OMMs and mail clerks will use the chart to determine which courier service and method will be used to send letters or packages. Private carriers, for the most part, provide the same kind of service. The differences between carriers are the rates. The guidance of the USMEPCOM OMM will be followed to ensure the most cost effective carrier is used. Any questions concerning use of the most cost effective carrier must be directed to the USMEPCOM OMM.

Table D-1 Service chart					
Class of mail	Weight	USPS	UPS	DHL	FeDex
First-Class	1 to 13 oz	Letters/Flats	X (1,2,3,7)	X (1,2,3,7)	X (1,2,3,7)
Priority mail	Over 13 ounces to 70 pounds	By Regulation and to an APO/FPO	X (1,2,3,7)	X (1,2,3,7)	X (1,2,3,7)
Overnight Air express	NO LIMIT	X (4)	X (1,6,7)	X (1,6,7)	X (1,6,7)
2 and 3 Day Air express	NO LIMIT	X (4)	X (2,3,6,7)	X (2,3,6,7)	X (2,3,6,7)
Ground service 1 to 5 days/standard mail	NO LIMIT	X (4)	X (3,7)	X (3,7)	X (3,7)
Ground service 1 to 5 days/standard mail	NO LIMIT	X (4)	X (3,7)	X (3,7)	X (3,7)
Saturday delivery	NO LIMIT	X (4)	X (1,5,7)	X (1,5,7)	X (1,5,7)
Notes: <ol style="list-style-type: none"> 1. Time sensitive (overnight) 2. Time sensitive (2-3 days) 3. Not time sensitive, also consolidated mail 4. Only authorized if no other private carrier is available 5. Commanders must approve in writing 6. Delivery to San Juan (2 days) 7. Tracking purposes 					

Appendix E

Instructions for Completing USMEPCOM Form 25-50-4-R-E

Block 1: Type of mail – Must be completed for FedEx, UPS, USPS registered, certified, insured, express mail, or other private carrier. Use a separate form for each type of accountable mail.

Block 2: Month/year – Self-explanatory.

Block 3: Mail received from – Post office or other source

Block 4: Mail delivered to – Address (e.g., Chicago Military Entrance Processing Station)

Block 5: Date received – Date mailroom personnel signed for accountable mail.

Block 6: Article number – The accountable mail number (list each number on a separate line).

Block 7: Office of origin – The originating address; the “from” address.

Block 8: Date mailed – The date the article was mailed.

Note: This is usually the postmark on metered mail or a post office rubber stamp. If no date is found enter “UNK” for “Unknown.”

Block 9: Addressed to – Person and/or office addressed to; the “to” address.

Block 10: Printed name and signature of addressee or disposition – The person (mail orderly or addressee) receiving the accountable mail will print his or her name and grade in the top block and sign in the bottom block.

Block 11: Date of delivery – Date signed for article.

Block 12: Mail clerk’s initials – Initials of the mail clerk who physically turned the accountable mail over to the addressee.

Note: If any of the blocks below numbers 3 and 4 (mail received from and the mail delivered to) are the same, draw a diagonal line in the blocks (from the first to the last same entry) to indicate blocks have the same information instead of reentering the information on the next line. USMEPCOM Form 25-50-4-R-E will be filed according to guidance in AR 25-400-2 (The Army Records Information Management System (ARIMS)).

Appendix F
Sample Memorandum for MEPS Postal Assistance Visit

This appendix provides a sample memorandum for requesting a representative from the Official Mail and Distribution Center (OMDC) to assist the MEPS official mail manager (OMM).

(LETTERHEAD)

(OFFICE SYMBOL)

(Month, Day, Year)

MEMORANDUM FOR COMMANDER, USMEPCOM, ATTN: J-1/MHR-MP

THROUGH: COMMANDER, (EASTERN OR WESTERN SECTOR)

SUBJECT: Request for MEPS Postal Assistance Visit

Respectfully request a representative from the HQ USMEPCOM Official Mail and Distribution Center be authorized to visit the (city) Military Entrance Processing Station. The purpose of this visit is to assist our official mail manager in ensuring postal operations are according to USMEPCOM Regulation 25-50 (Official Mail and Distribution Management Program (OMDMP)).

Requested date for the visit is (date). Alternate date for the visit is (date). If you concur with this request, please indicate by same-page endorsement and return this letter within 30 days of the date of this letter.

MEPS commander's signature block

Glossary

Section I ***Abbreviations***

AR
Army Regulation

CM
consolidated mail

DA
Department of the Army

DD
Defense Department

DHL
Dalsey Hillblom Lynn

DMM
Domestic Mail Manual

DoD
Department of Defense

FedEx
Federal Express

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

MEPS
military entrance processing station

OMDC
official mail and distribution center

OMDMP
Official Mail and Distribution Management Program

OMM
official mail manager

PCS
permanent change of station

PS
postal service

UPS
United Parcel Service

USMEPCOM

United States Military Entrance Processing Command

USPS

United States Postal Service

ZIP

zone improvement plan

Section II

Terms

appropriated fund postage

Postage paid with funds appropriated by the United States Congress. The postage will be prepaid.

certified mail

A special service that provides the sender with a mailing receipt and a delivery record at the post office of address. Only First-Class or Priority mail may be sent certified mail.

consolidated mail

Two or more pieces of mail placed in one container for direct mailing to a single addressee.

container

Any envelope, box, or pouch that will hold two or more pieces of mail.

correspondence

Any typed, handwritten, printed, or copied material. Correspondence is considered official mail once postmarked.

First-Class mail

Any mailable matter weighing up to and including 13 ounces.

flat

Mail that exceeds at least one of the dimensions of letter-size mail.

indicia

Imprint used on mail to denote payment of postage.

insured mail

A special service that provides indemnity coverage for a lost, rifled, or damaged article. Available for all classes of mail of monetary value.

mail clerk

Any individual designated by proper authority to perform mail duties in association with the operation of a unit mail room.

mail orderly

Any individual designated by proper authority to perform mail handling duties that are limited to the collection and delivery of mail.

mark

Inscription placed on a piece of mail to denote a mail class or special postal service.

metered mail

A piece of mail on which the amount of postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been fastened.

official mail

Mail that pertains solely to the business of the United States Government.

periodicals (formerly Second-Class mail)

Newspapers, pamphlets, or other publications that are not First-Class material are published at least quarterly and have an authorized periodical permit.

postage-by-phone

Automated methods of loading an allotted amount of postal funds on a postage meter by telephone.

private express statutes

A group of Federal statutes giving the United States Postal Service (USPS) the exclusive right, with certain exceptions, to carry letters for others.

Priority mail

Any mailable matter weighing over 13 ounces up to 70 pounds.

registered mail

A special service that incorporates a system of receipts to monitor the movement of mail from the point of acceptance to delivery. Used only for First-Class or Priority mail.

return receipt

A special service that provides the sender with evidence of delivery. The service can only be used for mail sent registered, certified, or insured.

unofficial mail

Does not pertain solely to the business of the United States Government.